MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

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From The Chair

Lee Stout

The Task Force on Long Range Planning has reported the results of its survey back to the Steering Committee. Task Force chair Gerry Phillips and her colleagues David Anderson, David Carmichael, Greg Hunter, Jodi Koste, Cynthia Swank, and George Tselos deserve our thanks and congratulations for their efforts. Two hundred and fifty-two MARAC members (29%) took the time to respond to the questionnaire and we appreciate this very much. That number is about the same proportion of responses as the 1982 survey received.

Some comparisons between the two studies are possible. MARAC members are now older and have been in the profession longer. We seem to have more diverse settings of employment than in 1982 and many of our repositories are larger and better supported. Only 31% of our respondents work in colleges and universities now compared to 45% in 1982. Additionally, about a quarter of our 1990 respondents work in settings which do not easily fit into the customary repository categories.

These results alone suggest some potential objectives, but the results from questions about MARAC services and future directions were even more interesting to the Task Force and the Steering Committee.

It is our hope that we can turn these findings into strategic goals and objectives for MARAC's next decade.

The 1983 self-study report suggested three principal areas where improvement was needed: meetings, organizational effectiveness, and publications. Since that time, we have made strides in each. The creation of the meetings handbook and the Meetings Coordinating Committee has helped considerably. We've seen more workshops, stronger sessions, and successful experiments in thematic meetings. Our basic administration improved thanks to a Steering Committee manual, clearer definition of officer roles, and the establishment of the Executive / Publications Secretary position. Aspects of our publications program have improved. The *mid-atlantic archivist* is a solid publication with financial stability thanks to increased ad revenue and our technical leaflets series has been reinvigorated.

Our review of the survey results and ensuing deliberations led us to agree on five major areas of strategic concern which will "make better archivists and a better MARAC" as one contributor put it. We believe MARAC should:

1. continue to educate our members through conferences and workshop programs;

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From The Chair

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2. continue to inform our members with news and quality archival literature through publications;
3. reach out to those non-MARAC members who have responsibility for historical records, but who are not what we might consider trained professionals, and provide them with basic information and education;
4. persuade those who are new to our region or to the profession, who are now students in archival education programs, or who are trained through our educational programs to join MARAC; and
5. continue to develop the most effective administrative services we can to make MARAC a stable and financially healthy organization.

Conferences and Workshops:
Many members have questioned the need to continue with two meetings a year. However, our survey respondents spit evenly on this question. The quality of the program and the distance you must travel to the meeting site remain the primary decision factors for attendance. Meeting attendance has consistently increased, although 2/3 of the members report they attend once a year or less. A longer meeting might provide better sessions, more extensive workshops, more productive committee meetings, and more time to tour the host city. However, either a single meeting a year or one of two meetings held at the same site each year will inevitably reduce access to MARAC and be more work for local arrangements committees. Thus our recommendation will be to continue biannual meetings, alternating as much as possible between corridor and non-corridor sites.

An aging and more experienced membership continually requests more advanced workshops and sessions. Yet at the same time the education of those new to the field and the introduction of new issues to old members is perceived as our most pressing issue. The plan will recommend a much broader program of continuing education workshops, organized in coordination with other archival educational efforts and probably offering Continuing Education Units (CEUs) to those who need them. In many cases, we will encourage state caucuses to provide leadership for these programs within their states, and we will study developing a program of endowments and subsidies to help foster these programs. One proposal, to phase "entry level" sessions out of MARAC meetings after 1992, is controversial and requires further study.

Publications:
The publications and education committees received equal levels of support from respondents on the question of which committee's activities should receive the most emphasis in future MARAC work. Yet the nature of the publications program and whether members should receive them free or pay for them still remain issues of controversy. The newsletter is probably our most popular publication. Eighty-five percent of the respondents read it, and state and local news is of the greatest interest. We strongly urge all members to contribute news items for the *maa*. The newsletter will also carry more information in the future on MARAC awards. Both solicitations for nominations and articles recognizing our award winners will become more prominent.

The focus of the publications program in providing better quality archival literature through technical leaflets and symposium volumes is apparently unclear to many members. The Committee will survey members this fall about the market for publications on various topics and the preferences for paying for them, and its strategy and goals document should be disseminated more widely for comment. More than half of the respondents had purchases our publications and only 38% favored raising dues to

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From The Chair *(Continued)*

provide them free to all. A two-tier dues structure providing all publications to those paying a higher rate won a 49%-41% plurality. A final decision must be made on this issue so that the Committee can proceed with a clear mandate.

Outreach:

Two-thirds of our members feel MARAC must reach out to those who lack professional credentials in archival work to provide information and education. In addition to the program of workshops proposed above, a majority of members indicated they were willing to provide assistance as consultants to these repositories. Fortunately, the mid-Atlantic region already has some good experience in providing this type of assistance. New Jersey's CAPES program and the New York METRO technical consultants program are two examples of outreach activities that should be evaluated. The Outreach Committee must develop this program and work with the state representatives to gather information from the caucuses on needs and programs. Outreach must also work with the Membership Committee to make these programs recruitment opportunities as well.

Membership:

It is not inconceivable that of every MARAC member, there are another four people working in historical records repositories in our region. One member of the Task Force proposed a concrete goal: increase membership by fifty percent by the end of the decade! Can we do it? Suggestions have included a renewed "buddy" system and efforts to recruit our co-workers. Others say we must redesign the membership brochure and renewal forms to clarify their function, and provide recruitment literature to archival educators and those who conduct workshops or outreach programs. Other contributors noted that we need, through the Membership Committee and in general, to remember that MARAC's roots are in basic programs and collegiality. We need to reinvigorate the openness of MARAC as a welcoming organization to minorities and all new people, and to find ways to help those who are interested to become more involved in the work of MARAC.

Organizational Effectiveness:

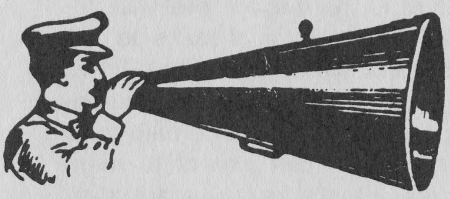
It was gratifying to learn that 93% of the respondents felt we were effective and that 88% still thought our basic objectives were appropriate. Almost two-thirds attend state caucus meetings to share their concerns there for MARAC's work as well as state and local affairs. Almost a quarter of our members still regard advocacy as an important function of MARAC. Our contributions to selecting the current Archivist of the United States, and to addressing the emergency closing of the Virginia State Archives, and the neglect of the Baltimore city archives are achievements of which we can be proud. MARAC is essentially a healthy organization. With a year's budget now in the reserve fund, we have financial security and can look at new ideas such as endowments and grants for special projects and MARAC programs.

In particular the future of the Executive/Publications Secretary position must be determined as our two-year contract with the University of Virginia nears its completion. UVa has determined that it cannot continue to subsidize the position as it has done since May of 1988. Continuity in the coordination of membership applications, renewals, a membership data base, and the creation of the biennial MARAC directory; marketing and distribution of publications; and the maintenance of a "permanent MARAC address" are all critical tasks to the success of the organization. There is, however, a large clerical dimension to them and it is unrealistic to think that we can expect to manage these tasks for an organization with a potential membership of 1200 to 1500 on a voluntary basis. A budgeted line item for these activities in the future is a necessity.

Conclusion:

This report to you is not a final plan. Its purpose was to suggest a set of concerns and potential directions. We need your feedback to make this plan truly workable because it is you the members who must, through the committees and caucuses, carry it out. There will be a special open house session at Wilmington for any member to come offer their opinions. Caucus and committee meetings should consider these ideas and report back. Calls, letters, and email to Steering Committee members are welcome. The Committee will consider a more formal version of the plan at its Wilmington meeting and, based on the feedback we receive, finalize the document at its summer meeting. The future is our's to do with as we wish — give us your comments and suggestions so that we can set MARAC's new direction towards that horizon.

NEWS NOTES



ALA PRESERVATION POLICY

The American Library Association President's Committee on Preservation Policy has drafted the ALA Preservation Policy. Included are national information services and responsibilities, federal legislative responsibilities, services and responsibilities of libraries (access to library materials through their preservation, and preservation standards). Appended to the draft of the policy is the statement of the ALA and the Association of Research Libraries to the Committee on Rules and Administration of the U.S. Senate on the Congressional Recycling Act of 1990. For further information, please contact committee chair Carolyn Clark Morrow, American Library Association, 50 E. Huron St., Chicago, IL 60611 or phone (312) 944-6780.

NHPRC GRANTS AWARDED IN MARAC REGION

University of Pittsburgh, Pittsburgh, PA: A grant to support continuation of an advanced institute on electronic records and strategic planning for chief administrators of state government archives.

American Institute of Physics, New York, NY: A grant to analyze the records created by multi-institutional teams doing research in physics; identify and test alternative approaches to preserving team research records of historical significance and enhancing their potential for research use; and develop policy recommendations and programs to deal with the present and future documentation of these teams and their work.

Delaware Bureau of Archives and Records Management, Dover, DE: A grant to support the travel and meeting expenses of the Delaware Historical Records Advisory Board.

University of Rochester, Eastman School of Music, Rochester, NY: A grant to establish an archival and records management program for its institutional records.

**

Old Sturbridge Village, the outdoor history museum in Sturbridge, Massachusetts, announces one or more Research Fellowships in New England history and culture. At least one Fellowship will be awarded this year for research into the history and material culture of African Americans and Native Americans in rural New England between 1790 and 1860. The fellowship project need not be limited to this region or this period, but must relate primarily to both. Fellows will be in residence for six to twelve weeks, preferably in the fall or spring semester. Candidates should have significant work and accomplishment in historical, archaeological, or material culture scholarship, and be strongly committed to publishing the results of their research. A stipend of up to $2,500 will be awarded. For application information please contact Dr. John Worrell, Director of Research, Old Sturbridge Village, 1 Old Sturbridge Village Road, Sturbridge, MA 01566. Tel. (508) 347-3362 ext. 302. Deadline for applications is July 1, 1991.

**

NATIONAL COORDINATING COMMITTEE FOR THE PROMOTION OF HISTORY

The two most significant historic preservation initiatives for NCC in 1991 are the women's history landmark project and advocating a revision of the National Park Service's historical thematic framework. The National Park Service, the Organizations of American Historians, and the National Coordinating Committee signed in 1989 a cooperative agreement to prepare a comprehensive theme study of women's history sites and to prepare nomination forms for the designation of specific sites as National Historic Landmarks. The project, coordinated by the NCC, is now in its second year. On the issue of the historical thematic framework, legislation passed in October and signed into law by the President in November requires the Secretary of Interior to undertake a complete revision of the National Park Service's thematic framework to reflect current scholarship and research. National Park Service staff use the thematic framework in making judgments about the designation of potential National Parks and National Historic Landmarks and in preparing and implementing general management plans for park units. The NCC sought the revision of this important planning document and is now supporting the implementation of this law.

NEWS NOTES *(Continued)*

AND HE WAS NEVER EVEN PRESIDENT

The rare autograph of "Shoeless" Joe Jackson, the illiterate, banned baseball player whose legend has grown with the help of Hollywood, sold for $23,100 at auction on December 6, 1990.

It was the second-highest price ever paid for a signature not attached to a document, and it makes Jackson's autograph worth more than Babe Ruth's, Ty Cobb's or even Abraham Lincoln's.

Signatures on letters, documents and other memorabilia have sold for more, but the shaky writing of Jackson on a piece torn from legal paper drew a bid of $6,000 even before the auction. That was a record for an unattached autograph from the 19th or 20th centuries.

Baltimore Sun, December 7, 1990.

**

TRANSFER OF MAPS TO OCLC FINALIZED

The Mid-Atlantic Preservation Service (MAPS) and OCLC Online Computer Library Center have concluded an agreement that transfers control of MAPS, a nonprofit organization, to OCLC, also a nonprofit organization.

The MAPS Board of Trustees, composed of representatives of MAPS' founding members, voted unanimously to transfer control of MAPS to OCLC effective Oct. 11, 1990. Under a revised governance structure, OCLC becomes the sole member of MAPS. C. Lee Jones continues as MAPS' President. Dr. K. Wayne Smith, OCLC's President and CEO, will serve as Chairman of the MAPS Board of Trustees.

Founded in 1986 by Columbia, Cornell, and Princeton Universities, and the New York Public Library and the New York State Library, MAPS is engaged in high quality preservation microfilming for archives, historical societies, libraries, and museums. MAPS will continue operations in its new building, which was funded with a $1.5 million grant from the Pew Charitable Trusts. It has 52 employees and operates an 18-camera microfilming service committed exclusively to archival quality preservation filming. In 1990, it will produce more than 5 million frames of microfilm to preserve newspapers, brittle books, manuscript collections, archival materials, letterpress books, photographs, technical drawings, and other materials.

For further information, please call C. Lee Jones at (215) 758-8700.

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TO CATCH A THIEF

The February 27, 1991 issue of *The Chronicle of Higher Education*, p. A3 commends Sgt. J. Stephen Huntsberry, Washington State University Campus police officer for his work in helping to track down book and manuscripts thief "extraordinaire" Stephen C. Blumberg. Last month Mr. Blumberg was convicted in an Iowa courtroom of stealing more than 20,000 rare books and 10,000 manuscripts from a total of 140 libraries in 45 states and Canada. The stolen material is worth an estimated $20 million. The article details Sgt. Huntsberry's investigation of the crime. He has begun conducting workshops on library security and hopes to work as a consultant to university libraries on theft prevention in addition to his police duties.

RECORDS MISSING ON CONSTRUCTION OF BERLIN WALL

Ousted East German leader Erich Honecker ordered all documents detailing the construction of the Berlin Wall separated from other classified government files, and the records are now missing according to *The Berliner Morgenpost*, which based its report on an interview with Friedrich Kahlenberg, head of the German Federal Archives, which took custody of the tons of East German government documents after unification.

According to Kahlenberg, Honecker mandated that the records on the construction of the Berlin Wall in 1961 be divided from other government archives before the peaceful revolution that toppled the East German regime in 1989, the newspaper said.

It is not known, however, whether the records were destroyed or hidden somewhere, the newspaper continued.

The Berlin newspaper also reported that included in the former East German government records were archives of the former Ministry for State Security, or Stasi, on West Germans who were active during the Hitler era.

"From these Stasi archives actions were obviously begun to blackmail politicians and other senior people in West Germany," the newspaper said.

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State & Local News

NEW JERSEY

The Fifth Annual American History Lecture Series to be held at the Monmouth County Library, April 11-14,1991 includes a lecture entitled "Pearl Harbor: Surprise and Remembrance" given by the American Studies Film Center. The creation of the Pearl Harbor Documentary from archival film will be discussed. For further information, please contact Flora Higgins, Monmouth County Library at (908) 308-3761.

**

NEW YORK

NY City Archives Permanent Exhibition

"Windows on the Archives" is a fascinating look at the contents of the New York City Municipal Archives. Papers, drawings, letters and photographs show life and times of New York City from 1626 to the present.

Open 10 am to 3 pm daily at 31 Chambers Street, the Surrogate's Court building in Manhattan. Admission free.

**

VIRGINIA

The College of William and Mary has received a grant from the U.S. Department of Education, Title IIC Program to utilize the MARC AMC format in converting manual records for its manuscripts collections and inputting them into OCLC. The collections include papers of Thomas Jefferson, James Monroe, John Marshall, and John Tyler.

MARYLAND

Civil War Conference First Phebe R. Jacobson Conference on Maryland History

The Maryland State Archives will host a conference on the Civil War in Annapolis on April 20, 1991. This conference will examine the role Marylanders played in this great national conflict.

Conference presenters will include Kevin Ruffner, discussing the Union and Confederate junior officer corps from Maryland, Ross Kimmell, talking about Marylanders in the Confederate Army, and Daniel Carroll Toomey, discussing Marylanders in the Union Army. Brian Pohanka will talk about black soldiers in the Civil War, and State Archivist Edward Papenfuse will describe how copies of original records can be used to learn about the post-war careers of blacks who enlisted in the Union Army.

Agnes Callum, James Walker, Dr. Kay McElvey, and Patricia Melville will discuss the kinds of records that can be used to learn more about Marylanders during the Civil War. Using artifacts to tell the story of the Civil War will be discussed by William L. Brown III, who directed development of the new Civil War Museum at Gettysburg Battlefield.

This conference is the first annual Phebe R. Jacobsen Conference on Maryland History, named in honor of the well-known senior archivist who retired last June after 31 years with the Maryland State Archives. A reception honoring Mrs. Jacobsen, which will be open for the general public as well as conference registrants, will be held at the State Archives following the conference.

For information on the conference or the reception, contact Mimi Calver at (301) 974-3916 or write Jacobsen Civil War Conference, Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401.

**

Exhibit Featuring Charles Carroll of Carrollton

An exhibit featuring the papers and documents of Charles Carroll of Carrollton and his family has opened in the Rotunda of the Maryland State House.

Called "A Priceless Legacy: Charles Carroll of Carrollton's Papers and the History of Maryland," the exhibit focuses on one of the most powerful and influential families in Maryland history. In a project sponsored by the National Historical Records and Publications Commission and the Maryland State Archives, the papers of the Carroll family are being assembled for publication and this exhibit is a result of that research.

Using documents, letters, paintings, photographs and interpretive notes, the exhibit traces the Carroll family from its roots in 17th century Ireland when rebellious Catholic families were dispossessed by the English, through the coming to Maryland of Charles Carroll the Settler in 1688 to the ascendancy of the family in three generations to becoming one of the wealthiest families in Maryland.

Charles Carroll of Carrollton, born in Annapolis in 1737, became one of Maryland's four signers of the Declaration of Independence and helped to draft Maryland's first constitution and declaration of rights in 1776. In the last six years of his life, before his death in 1832, he was revered by the nation as the last surviving signer of the Declaration of Independence.

(Continued on p. 7)

Exhibit Featuring Charles Carroll of Carrollton *(Continued)*

The exhibit can be seen in the Rotunda of the State House through March when it will begin an 18-month tour of the State. Financing for the exhibit has been provided by the Carroll Institute of London; the Maryland State Archives; the Maryland General Assembly; the Department of History, University of Maryland, College Park; the Maryland Humanities Council; and the Philip Morris Companies.

For further information, please contact Mimi Calver, Maryland State Archives, Hall of Records, 350 Rowe Blvd., Annapolis, MD 21401 or phone (301) 974-3914.

CALENDAR

RELIGIOUS ARCHIVAL INSTITUTE WORKSHOPS

The Religious Archival Institute of Catholic University of America will hold a series of three interconnected workshops May 13-17, 1991. Participants may attend one or all of the workshops (they are all suitable for the beginner) and earn up to three continuing education units(CEUs) in the process. Enrollment will be limited.

Registration: $100 per workshop; $250 for all three.

Topics

Workshop I: Introduction to Religious Archives—a general introduction to archival practice and theory, including preservation.

Workshop II: Beginning Records Management in Religious Archives—a more advanced introduction to information management, including automation.

Workshop III: Policies for Religious Archives: Access—an exercise in legal and procedural writing to produce a formal policy.

Instructors

Br. Denis Sennett, Archivist, Friars of the Atonement Archives, Graymoor Monastery, NY

Dr. Frederick J. Stielow, Associate Professor, School of Library and Information Science, The Catholic University of America

John Treanor, Vice-Chancellor and Head of Archives, Archdiocese of Chicago

Plus notable guest speakers

For further information, please contact RAI, Summer Workshops, SLIS, Marist Hall, CUA, Washington, DC 20064 or call (202) 319-5085.

(Continued on p. 8)

PENNSYLVANIA

Conservation Center Announces Participants for Preservation Needs Assessment Program

The Conservation Center for Art and Historic Artifacts (CCAHA) is pleased to announce the institutions selected to participate in the first year of the Preservation Needs Assessment Program. The program is funded by a grant from the William Penn Foundation.

The institutions are:

American Swedish Historical Museum
The Pearl S. Buck Foundation, Inc.
Spruance Library of the Bucks County Historical Society
Conshohocken Historical Society
Germantown Historical Society
Department of Special Collections of Haverford College Library
Historical Society of Frankford
Ebenezer Maxwell Mansion, Inc.
Medical College of Pennsylvania
James A. Michener Arts Center of Bucks County
Mummers Museum
Thomas Newcomen Library and Museum
Pennsbury Society/Pennsbury Manor
Port of History Museum
Presbyterian Historical Society
St. Mark's Church
Architectural Archives of the University of Pennsylvania
Wyck House

Through the Preservation Needs Assessment Program the Conservation Center will work with sixty small to mid-sized institutions in the Philadelphia area in the next three years to improve collection care and to develop preservation plans. The Program will include:

- an initial site visit by the Conservation Center staff to identify the institution's priority preservation needs;

(Continued on p. 8)

PENNSYLVANIA *(Continued)*

- work with a specialized consultant to further examine a specific preservation need and develop solutions for that problem;
- development of a long-range preservation plan in conjunction with CCAHA staff; and financial assistance through small matching grants to address an identified preservation need.

Participation in the Conservation Center's Preservation Needs Assessment Program is on a competitive basis. All institutions must be located within the counties of Philadelphia, Bucks, Chester, Delaware, Montgomery or Camden, have an historically significant collection available to the public, and a staff member who has particular responsibility for administering this program. The Program has been funded for three years by the William Penn Foundation. Applications for participation in Year Two must be submitted by October 15, 1991. For further information about the Preservation Needs Assessment Program contact: Virgilia Rawnsley, The Conservation Center for Art and Historic Artifacts, Preservation Services Office, 264 South 23rd Street, Philadelphia, PA 19103 or phone (215) 545-0613.

**

The Lancaster Mennonite Historical Society has printed a pamphlet *That Future Generations Might Know* in conjunction with its capital campaign. The archives (2000 cubic feet in site) contains unpublished papers from ordained leaders, researchers, congregations, and church boards and committees. Included are diaries, minutes, correspondence, deeds, and estate papers as well as church newsletters, bulletins, and programs. For a copy of the pamphlet, please contact the Lancaster Mennonite Historical Society, 2215 Millstream Road, Lancaster PA 17602 or phone (717) 393-9745.

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CALENDAR *(Continued from p. 7)*

NATIONAL ARCHIVES PLANS OSS CONFERENCE

On July 11 and 12, 1991, the National Archives will host the first major scholarly conference on the role of the World War II intelligence agency, The Office of Strategic Services. It was on July 11, 1941, that President Franklin Roosevelt appointed New York attorney William J. Donovan as the Coordinator of Information. This office became the Office of Strategic Services in 1942 with Donovan remaining at the helm during the entire war.

This meeting will be held at the National Archives in Washington, DC and will feature prominent historians, members of Donovan's organization, and students of military and intelligence policy. Participants will include Walt Rostow, Arthur Schlesinger, Jr., the Countess of Romanones, Robin Winks, and William Colby as well as several foreign scholars.

In conjunction with the conference the National Archives will feature a film series on intelligence and an exhibit illustrating the OSS. Plans are underway to publish the conference proceedings. Registration for the two-day conference and reception will be $150 with special rates for full-time students. Registration will open on April 1 and be on a first come basis. For further information contact Conference Director George C. Chalou at the National Archives, (202) 501-6000.

**

COLUMBIA UNIVERSITY RARE BOOK SCHOOL

In July 1991, the Rare Book School (RBS) will be held at the Columbia University School of Library Service. RBS will offer various five-day, noncredit courses on topics concerning rare books and special collections; these courses will meet from three to five hours per day. In addition to regularly scheduled morning, afternoon, or all-day classes, there may be field trips, homework sessions, or periods for individual counseling. Students are expected to commit their full time (9 am - 5 pm) to each course they attend, Monday through Friday.

The education and professional prerequisites for these courses vary. Some are primarily directed toward working librarians and archivists; others are intended for persons working in the antiquarian book trade; bookbinders and conservators; students of the history of books, writing, and printing; and those generally interested in the subjects being treated.

The base tuition for each course is $485. Some courses have, in addition, a small materials or field-trip fee. Low-cost, air-conditioned dormitory housing will be offered on campus for about $30/night.

During each week of RBS 1991 there will as usual be, in addition to the formal classes, two early-evening public lectures on subjects of general bibliographical interest.

Rare Book School is directed by Terry Belanger. For further details and an application form, write to Rare Book School, School of Library Service, Columbia University, 516 Butler Library, New York, NY 10027; 212-854-4734.

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CALENDAR *(Continued)*

The School of Communication, Information and Library Studies at Rutgers University is sponsoring a two-day program "Disaster Planning and Recovery" to be held at the Rutgers Labor Education Center, April 18-19, 1991. Instructors Susan Swartzburg and Evelyn Frangakis will cover the basic elements of a disaster and recovery plan; how to develop such a plan for an institution; disaster response; implementation of recovery operations; salvage of water-damaged materials; options for conservation; and insurance. The fee is $48 for one day or $95 for both days and includes breaks, lunches, and handouts. For further information, please contact Jana Varlejs, Rutgers SCILS, Professional Development Studies, 4 Huntington Street, New Brunswick, NJ 08903 or phone (908) 932-7169.

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SEMINAR ON SELECTING FOR PRESERVATION

"The Right Stuff: Selection for Preservation." is the title of a one-day seminar to be conducted by the Northeast Document Conservation Center (NEDCC). The seminar will take place on Monday, May 20, 1991 at the Connecticut Historical Society in Hartford, Connecticut. The seminar is sponsored by the United Technologies Corporation, headquartered in Hartford, Connecticut.

The Seminar is designed to meet the needs of librarians, archivists and curators. Collections continue to deteriorate, and preservation options to proliferate, creating a need for broadly useful guidelines for decision-making in this area. What should we save? What preservation strategies are appropriate for collections? What actions will save the most material in the best condition for the longest time? When is benign neglect appropriate? What should we save?

The seminar will suggest answers to these questions in the context of the intellectual, historical, and intrinsic value of collections and their physical needs. It will address the advantages and disadvantages of current preservation strategies for various types of collections: archives, academic resources, public records, historical artifacts, and other reserves of information.

Enrollment for the seminar will be limited. To receive additional information and registration material contact Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810.

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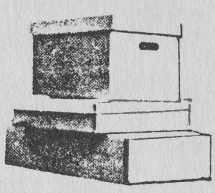

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PEOPLE

Margaret Jerrido, formerly with the Medical College of Pennsylvania, Archives and Special Collections on Women in Medicine, has been appointed Head of Urban Archives at Temple University.

Don C. Skemer, of SUNY at Albany Special Collections, has been named Curator of Manuscripts at Princeton University.

Anne P. Diffendal, an archival consultant and manuscripts curator at the Nebraska State Historical Society, 1974-87, has been selected as Executive Director of the Society of American Archivists.

Richard Lindemann, formerly at the University of Virginia Special Collections Department and MARAC Executive/Publications Secretary, has been appointed Special Collections Librarian at the University of California, San Diego.

Marsha Trimble, Archivist at the University of Virginia Law Library will replace Richard as MARAC Executive/Publications Secretary.

Phebe R. Jacobsen, long time MARAC member and senior archivist at the Maryland State Archives, retired June, 1990 after 31 years of service. She will be honored at the first annual Phebe R. Jacobsen Conference on Maryland History to be held April 20, 1991. Details can be found in "State & Local News – Maryland".

Robert F. Van Benthuysen, former director of the Monmouth College (N.J.) Guggenheim Memorial Library, died on 21 Dec. 1990.

Edwin Wolf, 2nd Librarian Emeritus of The Library Company of Philadelphia, died on 20 Feb. 1991.

Ronald Becker, *maa* Editor and Curator of Manuscripts at Rutgers University has been named Head, Special Collections at Rutgers.

Donald F. Harrison, founding MARAC member, retired March 1, 1991 after more than 20 years of service at the National Archives Electronic Records Program.

News Notes

(Continued from p. 5)

REFERENCE MATERIALS AWARDS

The National Endowment for the Humanities Reference Materials program supports projects that organize essential resources for scholarship and improve access to information and collections. Awards are made in two categories: Tools and Access. Dictionaries, historical or linguistic atlases, encyclopedias, concordances, *catalogues raisonnés*, grammars, descriptive catalogues and data bases are eligible in the Tools category. Archival arrangement and description projects, bibliographies, bibliographical data bases, records surveys, cataloguing projects for prints, graphic, film, sound, and artifact collections, and indexes and guides to documentation are eligible in the Access category. The deadline for both categories is September 1, 1991 for projects beginning after July 1, 1992. For more information, write to: Reference Materials, Room 318, NEH, Washington, D.C. 20506.

**

REFERENCE AND ACCESS POLICIES WORKSHOP

The Western New York Library Resources Council Documentary Heritage Program is sponsoring a reference and access policies in archives workshop on May 17, 1991 at the Orchard Park Public Library. Peter Wosh, Director of Archives and Library Services at the American Bible Society will lead the workshop which will emphasize the importance of making holdings available to researchers and the place of "reference and access" within the broader administrative context of archival work. The fee is $10 which includes pre-workshop materials. To register or for further information, please con-

ARCHIVES CONFERENCE AVAILABLE ON ALIX BULLETIN BOARD SYSTEM

An Archives Conference was recently established by D.C. Caucus members on ALIX, the Library of Congress/Federal Library Information Network (FEDLINK) electronic bulletin board system designed for use by archivists and librarians. ALIX (an acronym for Automated Library Information eXchange) is a national bulletin board available free of charge (except for the cost of a telephone call) to all librarians and archivists nationwide. ALIX operates 24 hours a day, seven days a week.

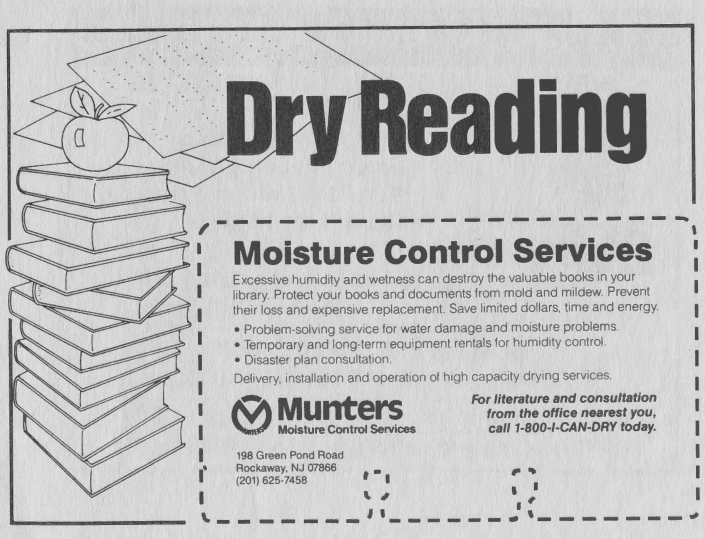
Features on ALIX include Electronic Mail, Downloadable Text and Program Files of value specifically to archivists and librarians; Job Vacancy Announcements (federal and non-federal); Library Reference, Archives, Word Processing, and Technical Services Bulletins and Forums; and many other useful services to help archivists in their jobs. ALIX provides a forum to ask questions, find answers, locate special catalogs of commercial programs used by libraries and archives, download custom-written and shareware programs and utilities and to find product or service referrals from other professionals in our field.

To access ALIX, you need the following equipment: a personal computer, a modem, telecommunications software and a telephone line. Set your software to 1200 or 2400 bps, 8 data bits, 1 stop bit, no parity. The telephone number for ALIX is (202) 707-9656. If you have trouble, the voice line to FEDLINK is (202) 707-6454, and it operates during normal business hours.

All MARAC archivists are welcome to join ALIX and make use of the online services. The first time you connect to ALIX, you will be asked to register. Completing the online registration allows you to access ALIX immediately. You will be asked several questions about your computer. If you need help, the following responses will work for most microcomputers:

When asked:	**Respond:**
# Chars per line (10-132)	80
Enter letter of your terminal	a
Do you wish to modify this?	n
Pause after each display page?	y
# lines per display page (10-80)	23

ALIX is menu-driven, and there are no complicated commands to learn. All you need to do is enter the letter or number of your choice form the options on the menus. It's very easy. Feel free to explore ALIX, and use it often!



Long Island University
Palmer School of Library and Information Science

From August 4-9, 1991, Long Island University will offer a course on **Appraisal of Archives and Manuscripts.** The intensive, one-week course will be held on LIU's beautiful **Southampton Campus** on the eastern end of Long Island.

Principal instructor for the course will be **Dr. Gregory S. Hunter** of the Palmer School. Guest speakers will be **Bruce Ambacher** of the National Archives and Records Administration (machine-readable records) and **Alan Lewis**, a consulting archivist (audiovisual records).

The Long Island Railroad has a station on the LIU Southampton Campus. Low-cost lodging is available in the college dormitories. LIU also has a regular shuttle bus to the beach and the Southampton shopping district.

For more information please contact:
Dr. Gregory S. Hunter, Palmer School of Library and Information Science, Long Island University, Brookville, NY 11548. (516) 299-2866.

Employment Opportunity
Auburn University

Position: Assistant Archivist for Arrangement and Description

Responsibilities: Duties involve overall responsibility for arrangement and description of archival and manuscript holdings; supervision of graduate and undergraduate student assistants involved in arrangement and description; responsibility for creation of current and retrospective records of holdings for OCLC and NOTIS databases; and hands-on arrangement and description of material. The person appointed to this position will report to the Head of the Archives, one of eight departments of the References and Information Services Division.

Qualifications: An ALA-accredited MLS with a three-course configuration in archival administration, an MA degree in archival administration, or an MA degree in history with a three-course configuration in archival administration is required. Two years of experience as a full-time, professional archivist may be substituted for archival course work if the candidate has an MLS degree or an MA degree in history. Demonstrable knowledge of archival arrangement and description, including the US MARC AMC format, is required. Membership in the Academy of Certified Archivists is preferred.

Salary and Benefits: The salary minimum is $25,000, higher with experience; twelve-month appointment; participation in state teachers' retirement (mandatory); TIAA or other additional voluntary retirement plans available; twelve sick days leave; health/life/disability insurance benefits; and twenty days annual leave.

Application: Application review process begins May 15, 1991. Applications should include a resume, undergraduate and graduate transcripts, and names, addresses, and telephone numbers of at least three current references.

Apply to: Dr. Dwayne Cox
Archives
Ralph Brown Draughon Library
Auburn University, AL 36849-5607
(205) 844-1708

MORE STATE AND LOCAL

(Continued from p. 8)

D.C.

D.C. Caucus Members to Participate in New Directory

The D.C. Caucus has been asked to participate with the D.C. Library Association and other local archives, library and information center groups in providing information for a new directory of Washington area libraries, archives and information centers. The last directory, *Library and Reference Facilities in the Area of the District of Columbia*, 12th edition, was published in 1986 by the DCLA and the Potomac Valley Chapter of ASIS, the American Society of Information Science. The directory, planned for publication in the summer or fall of 1991, will include metropolitan area archives for the first time. For more information, contact Larry Baume, chair of the D.C. caucus.

**

Georgetown University has received a grant from the U.S. Department of Education, Title IIC Program to complete full cataloging of its Jesuit and Jesuit-related holdings by producing a single, cumulative computerized index to these disparate collections. Records will be entered into OCLC using the AMC format.

Maryland

Summer Internships

The Maryland State Archives is offering five paid internships this summer. Four internships will focus on archival processing and research with the fifth internship focusing on preservation training with an opportunity to learn some "hands-on" techniques. The internships will last ten weeks, starting June 19 and ending August 27, 1991. For further information contact: Archival Internship Program, Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401

PRESERVATION NEWS

The body of literature devoted to the subject of the preservation of archival materials continues to grow at a rapid pace, with an increasing need for selectivity. I have reviewed the output for the past year and have selected a short list of articles that can give the overworked archivist an overview of current issues, trends, and technology. I hope it will prove helpful.

Allen, John S. "Some New Possibilities in Audio Restoration," *ARSC Journal* (Association of Recorded Sound Collections), 21:1 (Spring 1990), 34-44.

Technical discussion of re-recording through the synchronization of digital signals.

Allen, Susan M. "Theft in Libraries or Archives," *College and Research Libraries News*, 51:10 (Nov. 1990), 939-943.

An outline of actions to be followed when theft of materials is discovered, including the notification of appropriate agencies, inventory and a chronological record of events. Emphasizes the need for the inclusion of theft in a disaster plan.

Banik, Gerhard. "Freeze Drying at the National Library of Austria," *International Preservation News*, No. 4 (Aug. 1990), 9-12

Describes the process of freeze-drying documents damaged by flooding using a chamber developed for the mass treatment and strengthening of newspaper.

Bansa, Helmut. "Computerized Leafcasting," *Restaurator*, 11:2 (1990), 69-94.

Describes a computer program that executes the calculations necessary for leafcasting, a process in which missing paper fiber in a document can be replaced.

Beothy-Kozocsa, Ildiko, Terez Sipos-Richter and Gyorgyi Szlabey. "Parchment Codex Restoration Using Parchment and Cellulose Fibre Pulp," *Restaurator*, 11:2 (1990), 95-109.

Describes a technique for the infilling of parchment using a vacuum table. I saw the process demonstrated at the Hungarian National Library, where it was developed for the treatment of the Corvinian manuscripts. It works amazingly well.

Bourke, Thomas A. "To Archive or Not To Archive: Is That Really the Question?" *Library Journal*, 114:17 (Oct. 15, 1989), 52-54.

A cogent discussion of the use of the term "archival" when referring to collections, and its relation to the preservation of materials in a non-print format.

Cloonan, Michele Valerie. "Mass Deacidification in the 1990s," *Rare Books and Manuscripts Librarianship*, 5:2 (1990), 95-103.

Review of the development of mass deacidification treatments for the preservation of paper-based materials.

Cox, Richard J. "Selecting Historical Records for Microfilming: Some Suggested Procedures for Repositories," *Library and Archival Security*, 9:2 (1989), 21-40.

Preservation microfilming of historical records. Discusses the need for careful evaluation and priorities for decision-making.

Preservation Microfilming

- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

Archival Survival

Marc Zeitschik, President
284 3rd Avenue
Brooklyn, NY 11215
Telephone: (718) 858-0890

PRESERVATION NEWS (Continued)

Derrick, Michele R., Helen D. Burgess, Mary T. Baker, and Nancy E. Binnie. "Sulfuryl Fluoride (Vikane): A Review of Its Use as a Fumigant," *Journal of the American Institute for Conservation*, 29:1 (Spring 1990), 77-90.

A review article to provide conservators with specific, detailed information on the use of Vikane, and a basis for the evaluation of sulfuryl fluoride; includes information on uses, chemical reactivity, physical properties, efficacy, and toxicity. Bibliography.

Fothergill, Richard and Ian Butchart. *Non-Book Material in Libraries: A Practical Guide*, 3rd ed. London: Library Association, 1990. 328p.

Extensively revised and updated, with substantial material on optical storage systems and remote databases.

Francis, David. "Film Conservation Center: A Pioneer in Saving Movies," *LC Information Bulletin*, 50:1 (Jan. 14, 1991), 3-6.

Describes the efforts of LC's Film Conservation Center to preserve original nitrate films, with a discussion of the ethical issues of restoration, preservation and access.

Gracy, David B., II. "Between Muffins and Mercury . . . The Elusive Definition of 'Preservation,'" *New Library Scene*, 9:6 (Dec. 1990), 1,5-7.

Discusses what 'preservation' includes and the difficulty the library profession has in defining it.

Harris, Carolyn, Carol Mandel and Robert Wolven. "A Cost Model for Preservation: The Columbia University Libraries' Approach, " *Library Resources and Technical Services*, 35:1 (Jan. 1991), 33-54.

Presents a comprehensive yet flexible model for identifying the processes involved in preservation activities and their associated costs; provides a methodology for determining unit costs.

Harris, Kenneth E. "Preservation at the Library of Congress in the 1990s: Success Is a Journey," *New Library Scene*, 9:6 (Dec. 1990), 8-15.

Describes the preservation challenges at the Library of Congress and the past successes upon which the program for the 1990s will build.

Hirtle, Peter B. "Historical Note: Atherton Seidell and the Photoduplication of Library Material," *Journal of the American Society for Information Science*, 40:6 (Nov. 1990), 424-431.

The efforts of Seidell, a pioneer in the use of photoduplication for scholarly communication, led to today's microfilming programs. However, he is little known today because of his strong belief that the dissemination of information should be free.

Humphrey, Bruce J. "Paper Strengthening with Gas-Phase Parylene Polymers: Practical Considerations," *Restaurator*, 11:1 (1990), 48-68.

Describes the effect of parylene on materials and the tests that have been performed to determine the limits of the process.

(Continued on P. 14)

PRESERVATION/ CONSERVATION CALENDAR 1991

April 27: Toronto, Ontario. Joint meeting of the Western New York Conservation Guild and the Toronto Area Conservation Group. Contact: Richard Sherin, Strong Museum, 1 Manhattan Square, Rochester, NY 14607.

May 6-8: Andover, MA. "Preservation Microfilming Training Workshop," sponsored by the Northeast Document Conservation Center, designed to train library personnel to plan, implement and manage filming projects. Limited to 15 persons. Tuition: $150. Contact: Mary Elizabeth Ruwell, NEDCC, 100 Brickstone Square, Andover, MA 01810. *Repeated June 5-7: Annapolis, MD*.

May 15-18: Atlanta, GA. Association for Recorded Sound Collections 1991 meeting. Contact: Chris Paton, Archivist of the Popular Music Collection, Georgia State University, Pullen Library, 100 Decatur, S.E., Atlanta, GA 30303-3081.

June 4-9: Alburquerque, NM. American Institute for Conservation Annual Meeting. One session will address "Philosophical Considerations in Reformatting for Libraries and Archives." Contact: AIC, 1400 16th Street, N.W., Suite 340, Washington, DC 20036.

Employment Opportunity

ASSOCIATE ARCHIVIST AND MANAGER OF RECORDS AND INFORMATION SYSTEMS

The NAS-NRC Office of Archives & Information Services (OAIS) is seeking candidates for one of its senior management positions. OAIS, composed of an archives, a library, and an information services program, collects, preserves and disseminates internal and external information in support of the executive, management and study activities of the institution.

Responsibilities: management of the institution's archival records management program **and** management of the automation activities of the library and archives. Expertise and experience in both areas are required.

Requirements: B.A. Advanced training in archival, records or information management. Three to six years professional experience, of which one to two years have been at the management level with supervisory responsibility. Expertise in a variety of automation applications in an IBM-PC network environment.

Preferred: M.A. or M.S. WordPerfect 5.1. Paradox. Experience with integrated library systems, CD-ROM and CD-ROM networking, microform applications, and electronic imaging.

Salary: $35,000–. The institution provides an outstanding benefits package and is an equal opportunity employer.

Applicants should address their inquiries to: OAIS, NAS 234-DS National Research Council 2101 Constitution Avenue, N.W., Washington, D.C. 20418.

PRESERVATION NEWS *(Continued from p. 13)*

Humphries, Betsy L. "Permanence of Paper: Proposed Revision Ready for Ballot," *Information Standards Quarterly*, 3:1 (Jan. 1991), 2-8.

Review the draft revised standard for the permanence of paper (Z39.48) and the issues that have been considered in its development.

Kesse, Erich J. "The Reproduction of Library Materials in 1989," *Library Resources and Technical Services*, 34:4 (Oct. 1990), 467-475.

A bibliographic review.

Lienardy, Anne and Philippe Van Damme. "Paper Washing," *Paper Conservator*, 14 (1990), 23-49.

An exploration of the benefits of washing a variety of papers prior to deacidification.

Lienardy, Ann and Philippe Van Damme. "Practical Deacidification," *Restaurator*, 11:1 (1990), 1-21.

Seven deacidification methods, selected after a survey of the literature, were reviewed, tested and evaluated. 53 references.

Longstreth, Karl E. "The Preservation of Library Materials in 1989: A Review of the Literature," *Library Resources and Technical Services*, 34:4 (Oct. 1990), 544-465.

A bibliographic review.

Maver, Ian. "Conserving the Records of the First Astronomer Royal," *Paper Conservator*, 14 (1990), 31-45.

Describes the treatment of an important collection of letters and manuscripts.

McCrady, Ellen. "History of the Abbey Publications," *Library Resources and Technical Services*, 35:1 (Jan. 1991), 104-108.

The former editor of this column discusses how she came to start the Abbey Newsletter *and, later, the* Alkaline Paper Advocate, *and become an effective and respected advocate for the preservation of library and archival materials.*

Orr, Gloria J. "Preservation Photocopying of Bound Volumes: An Increasingly Viable Option," *Library Resources and Technical Services*, 34:4 (Oct. 1990), 445-454.

An evaluation of photocopying equipment for preservation photocopying and information on how to select a photocopier; tables of comparison.

Paris, Jan. *Choosing and Working With a Conservator.* Atlanta, GA; Southeast Library Network, 1990. 24p. $10. Order from SOLINET Preservation Program, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301.

Explores the nature of conservation and the role of the conservator, the selection of a conservator, and working with one. Brief list of information resources and bibliography. Recommended, in spite of its cost.

Passaglia, Elio. "The Characterization of Micro-environments and the Degradation of Archival Records," *Restaurator*, 10:3/4 (1989)123-11150.

Discussion of the problem caused by the microenvironments in containers holding archival materials, with a mathematical model for the study of the phenomena.

PRESERVATION NEWS *(Continued)*

Pavelka, Karen. "Establishing a Treatment Archive to Extend the Documentation of Conservation Treatments," *Restaurator*, 11:3 (1990), 156-164.

Describes the treatment records kept by the Harry Ransom Humanities Research Center, University of Texas.

Ringrose, Jayne. "Making Things Available," *The Book Collector*, 39:1 (Spring 1990), 55-73.

Describes the collections and the function of the Manuscript Department at Cambridge University Library and discusses the problems presented when researchers use original manuscripts, and the threat of photocopying.

Ritzenthaler, Mary Lynn. "Holdings Maintenance at the National Archives of the United States," *Restaurator*, 10:3/4 (1989), 151-159.

Describes the NARA preservation program and its emphasis on staff training.

Sahli, Nancy. "Archival Preservation: A Current Perspective," *Perspectives* (American Historical Association) 29:2 (Feb. 1991)

Outlines the critical role played by the archivist in the preservation of the historical record, funding, and the problems presented by non-print media.

Scott, William F. *Properties of Paper: An Introduction*. Atlanta, GA: TAPPI Press, 1989. 170p.

Basic text on the characteristics of paper.

Shepilova, I.G. "Aspects of the Policies and Technologies for Ensuring the Preservation of Documents," *Restaurator*, 10:3/4 (1989), 112-122.

A report on conservation norms and standards for the preservation of materials in archive buildings in the U.S.S.R. Covers storage areas, shelving systems, boxes, folders.

Tanselle, G. Thomas. "Reproductions in Scholarship, " *Studies in Bibliography*, 42 (1989), 25-54.

A provocative essay in which Tanselle traces the history of the use of facsimiles in historical research and the problems that such use has caused. He expresses concern that facsimiles are not carefully inspected for errors and that original materials are too frequently discarded.

Tremain, David. "CCI Assists Dryden Air Crash Investigation," *CCI Newsletter* (Canadian Conservation Institute), No. 6 (Sept. 1990), 15-16.

Describes how conservators stabilized aircraft logbooks following a crash, enabling investigators to recover evidence useful for the investigation of the crash. First the records were freeze-dried, then they were strengthened with parylene.

Valentin, Nieves and Frank Preusser. "Insect Control by Inert Gasses in Museums, Archives and Libraries," *Restaurator*, 11:1 (1990), 22-33.

A test of a nitrogen atmosphere for insect control, indicating that the method is safe and effective.

Young, Christine. "Nitrate Films in the Public Institution," *History News*, 44:4 (July-Aug. 1989), 8 p. insert. (American Association for State and Local History, Technical Leaflet, 189).

Employment Opportunity

ANDY WARHOL MUSEUM

The Andy Warhol Museum, a joint venture of The Carnegie Museum of Art, Dia Center for the Arts and The Andy Warhol Foundation, seeks an experienced archivist to oversee development, assessment, and departmental operation of an extensive archival collection of Warhol material.

Responsibilities: include staffing of assistants, coordination with architect on architectural development of libraries/archives, establishment of reference and collection policies and procedures, collaboration with curator for exhibitions and use of archives, and overall management of archives collections.

Requirements: MLS and PhD preferred with significant archival experience.

The position will be located in New York City until approximately Spring 1993, then will move to Pittsburgh.

Send resume to Mark Francis, Director of The Andy Warhol Museum, The Carnegie Museum of Art, 4400 Frobes Avenue, Pittsburgh, PA 15213.

Employment Opportunity

LOUIS ARMSTRONG ARCHIVES

Archivist sought to administer the Louis Armstrong Archives, which include sound collections, scores, personal memorabilia, photographs, notebooks, and scrapbooks.

Responsibilities: with assistance of part-time personnel, organize collections, input descriptive information into local and national databases using the MARC/AMC format. Identify materials for preservation. Develop finding tools. Work with scholars, students, and members of the community.

Qualifications: formal training in archival management and methods. Substantial familiarity with the jazz repertory and American musical history, experience in archival preservation methods and in music cataloging required. MLS and/or formal degree in musicology required.

Salary: to $40,000.

Send letter of application, resume, and names of three references to Professor Matthew Simon, Chief Librarian, Rosenthal Library, Queens College, City University of New York, Flushing, NY 11367.

REFERENCE SHELF

NURSING HISTORY GUIDE

The Center for the Study of the History of Nursing has issued a guide representing bibliographic records of primary source materials found in the Research Libraries Information Network (RLIN).

This guide is a project of the Center for the Study of the History of Nursing at the University of Pennsylvania. It represents many bibliographic records of primary source materials found in the Research Libraries Information Network's (RLIN) Archival and Manuscripts Control (AMC) format. Each of the sections in this guide are based on selected Library of Congress Subject Headings which were used in the retrieval and grouping of the entries in this guide. Each search strategy was downloaded into a WordPerfect file where the records were sorted and manipulated to create the final printed report.

The bibliographic records represented in this Guide appear the way they were entered into the RLIN database by the owning or cataloging repository. Each record follows standard cataloging procedures and typically includes the name of the creating individual or agency; the title, date and extent of the material; a historical/bibliographical sketch of the creator; a scope and content note about the material; and the location and mailing address of the owning repository. Some records are very brief while others serve to provide an entire historical sketch of a given agency. The guide will be updated each fall to reflect new additions and correction to the RLIN database.

Located at the end of this guide is a current listing of manuscript collections available at the Center for the Study of the History of Nursing. This list is arranged by agency type with personal papers following. Each entry includes the creator, extent and inclusive dates.

To order a copy of the guide, please send $10 + $2 shipping made out to the Trustees of the University of Pennsylvania and mail to The Center for the Study of the History of Nursing, 307 Nursing Education Building, University of Pennsylvania, Philadelphia, PA 19104-6096.

**

LIBRARY OF CONGRESS PUBLISHES VOLUME 17 OF LETTERS OF DELEGATES TO CONGRESS, 1774-1789.

The Library of Congress has just published the latest volume in its projected 25-volume series containing the complete correspondence of the 343 delegates who attended the Continental Congress during the American Revolution.

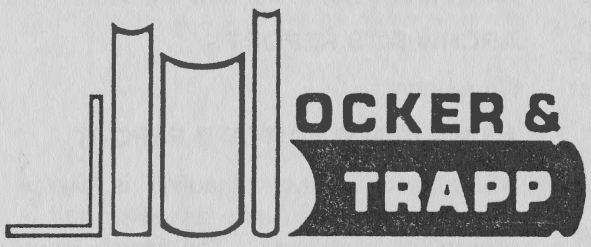
Volume 17 of *Letters of Delegates to Congress, 1774-1789* covers the period from March 1 through August 1781 — a time of critical events bearing on the outcome of the War for American Independence.

The editors of the *Letters* project, have drawn upon more than 22,000 documents assembled from hundreds of institutions and private individuals from all over America and Western Europe. They have had the assistance of dozens of librarians, archivists, and private collectors in gathering this store of information. The editors have attempted to present all of the extant documents written by the delegates during their periods of attendance in Congress.

REFERENCE SHELF *(Continued)*

Letters of Delegates to Congress, 1774-1789 is available by mail from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or in person from the Library of Congress Sales Shop in the James Madison Memorial Building, 1001 Independence Avenue, S.E. Volume 17 (617 pages) sells for $34 (cite stock number 030-000-00225-3 when ordering by mail). Previous volumes, at various prices, are still available from the Superintendent of Documents.

Library of Congress Acquisitions: Manuscript Division, 1989, includes a tabular listing of all the manuscript collections acquired by the Library in 1989, as well as more complete descriptions of major acquisitions. Paperback copies of the 68-page acquisitions report for 1989, which is illustrated with photographs from a number of the collections, are available free upon request from the Library of Congress, Manuscript Division, Washington, DC 20540.



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Employment Opportunity

OFFICE OF HISTORIC ALEXANDRIA

Position: Records Administrator & Archivist

Salary: $31,687-$34,932/yr.

Ref. #: 1901

Duties: Directs the operation and management of the City Archives and Records Management Center; plans and administers all activities of the City's records program; assures implementation of the Virginia Public Records Act and the Virginia Public Information Act; provides staff support to the Public Records Advisory Commission; assures the preservation and conservation of the City's historical records; and performs other related duties as required.

Minimum Requirements: Five years experience in professional records management or archives administration work; and completion of college level courses in records management, archives administration, or a related field.

For an application call (703) 838-4422. Submit your application to Personnel Services, 301 King Street, Alexandria, Virginia 22314.

STEERING COMMITTEE

January 31, 1991

IN ATTENDANCE:

Charlotte Brown, David Carmichael, Lucious Edwards, Jr., Jim Harwood, Margaret Jerrido, L. Rebecca Johnson, Jodi Koste, Gerry Phillips, Tim Pyatt, Lee Stout, Cynthia Swank, Marsha Trimble and George Tselos.

APPROVAL OF MINUTES

The minutes of the November 1, 1990 Steering Committee Meeting were approved. The minutes of the MARAC Business Meeting of November 3, 1990 were corrected to read: "John Williams presented a slide show on Wilmington, Delaware."

CHAIR'S REPORT

Lee Stout reported that Julia Morgan, MARAC Secretary, had resigned her office. Julie was recently appointed as an assistant to the President of Johns Hopkins University and will no longer be working as an archivist. Since Julie's resignation comes within the first year of her term, an election will be held for her successor. Candidates for the office of secretary will be included on the 1991 MARAC ballot.

Lee also reported that Richard Lindemann has left his position at the University of Virginia and has resigned as MARAC's Executive/Publications Secretary. Marsha Trimble, Archivist at the University of Virginia Law Library, will handle the responsibilities until the expiration of MARAC's agreement with the University of Virginia Department of Special Collections.

VICE-CHAIR'S REPORT

Jodi Koste reported on upcoming MARAC meetings. Charlotte Brown described the program for the Spring 1991 meeting to be held in Wilmington, Delaware. Program ideas for the Fall 1991 meeting to be held in Roanoke, Virginia November 7-9 were reported. Mary Kay Johnsen is serving as Local Arrangement Chair and Richard Cox as Program Chair for the Spring 1992 meeting to be held in Buffalo, New York. No meeting sites have been selected for 1993. Tim Pyatt was asked to explore the possibility of holding a meeting in the Annapolis, Maryland area.

Final reports were received from the New Brunswick and Alexandria meetings. Proceeds from New Brunswick were $8500 and approximately $8000 from Alexandria.

The Meetings Coordinating Committee continues to investigate the issue of MARAC's liability at semi-annual meetings and is working with Cynthia Swank and the Finance Committee on this issue.

SECRETARY'S REPORT

No report.

TREASURER'S REPORT

Cynthia Swank distributed copies of the new budget. MARAC's fiscal year now runs from 10/1 to 9/30. Cynthia moved that the budget be accepted as presented. David Carmichael seconded the motion. The motion was passed unanimously.

EXECUTIVE SECRETARY'S REPORT

Marsha Trimble has worked with Richard Lindemann to learn the work of the Executive/Publications Secretary. She is reviewing the mail that comes into Richard's office on a weekly basis. Telephone calls will be transferred to Marsha in the Law Library.

ARCHIVIST'S REPORT

No report.

NEWSLETTER EDITOR'S REPORT

Mid-atlantic archivist deadline is March 1. Ronald Becker is ready to retire as editor and is interested in finding his successor. The March issue will have an article on the work of the Task Force on Long Range Planning.

STANDING COMMITTEE REPORTS

a. Jim Harwood, Chair of the Nominations and Elections Committee, distributed copies of the slate of names for the 1991 election. The slate was approved. Jim explained that the committee had difficulties recruiting candidates for office. Some of the members solicited to run declined because of insufficient financial support from their institutions. The committee felt this might be an issue in the future.

b. A proposal for a Council on Continuing Education in Archives drafted by Fred Stielow, Chair of the Education Committee, was distributed to Steering Committee members. After a brief discussion, the Steering Committee decided, while it supported the concept presented in the proposal, the MARAC Education Committee should concentrate on other activities at the present.

c. David Carmichael expressed interest in obtaining a large supply of membership brochures. Several other state representatives also expressed interest. There is no large inventory of the current membership brochure which was printed on expensive paper stock. The state representatives asked that the membership brochure be reprinted on cheaper paper so that more copies could be made available.

STEERING COMMITTEE

There was some discussion about recruiting new members. Several Steering Committee members suggested that the Membership Committee try to recruit new members from the students enrolled in the various graduate programs in archives. This may be a good time for MARAC to recruit new members since SAA is implementing a dues increase.

Business and Forensic Issues

a. Ad Hoc Committee on Liability: Cynthia Swank and Max Yela, Local Arrangements Chair for the Wilmington Meeting, will meet with an insurance broker to discuss meeting insurance and liability coverage for MARAC officers. They will have a report in May.

b. Virginia tax situation for publications: MARAC is exempt from state sales tax on all goods and services it purchases in all states except Virginia and West Virginia. MARAC does have tax liability for products it sells in some states. MARAC will need to register as a book dealer in Virginia in order to sell publications from the University of Virginia. This will involve additional keeping because MARAC must keep track of its sale of publications made in Virginia or to Virginians. MARAC will have to pay sales tax to the Commonwealth of Virginia as well as file a report on publication sales activities. Cynthia will register MARAC in Virginia and will check on selling publications in Delaware during the Wilmington meeting. She will also register MARAC as a dealer in New York and Pennsylvania as those meetings draw near.

c. Executive/Publications Secretary position future: The Steering Committee reviewed the evaluation report submitted by Richard Lindemann. There was general agreement that Richard has provided a great service to MARAC members and the Steering Committee in particular. It was also noted that a great deal of his time was spent performing routine clerical duties. After further discussion, Marsha Trimble was asked to carry the position until July 1 so that the Steering Committee could explore other options before requesting proposals from individuals or institutions willing to serve as executive/publications secretary. Lee Stout appointed George Tselos, Margaret Jerrido and David Carmichael to a Task Force on the Executive Secretary to investigate MARAC's options and make a recommendation at the Wilmington Steering Committee meeting.

d. Long range planning issues: Gerry Phillips distributed the report of the Task Force on Long Range Planning. She also reviewed the results of the membership survey conducted this past fall. The Steering Committee discussed the report and results of the membership survey. Gerry agreed to write a report on the survey findings for the March issue *maa*. Lee Stout agreed to draft a preliminary statement on MARAC's long range plans based on the Task Force's report and the comments of the Steering Committee for presentation at the Wilmington meeting. A preliminary report will be included in the March issue of *maa*.

The next meeting of the Steering Committee will be held on Thursday, Mary 2 in Wilmington, Delaware at the Spring 1991 Meeting.

Lee Stout adjourned the meeting at 3:20 p.m.

Respectfully submitted,

Jodi Koste, Vice-Chair

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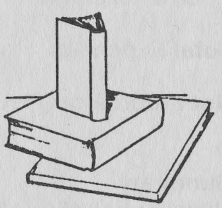

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MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1990/91 FISCAL YEAR
October 1, 1990 to December 31, 1990

Item	Budget FY90-91	Quarter 1	Cum % of Budget	1990-91 YTD	1989-90 Actual
Income					
Membership Dues	$8,500.00	$6,768.61	80%	$6,768.61	$8,848.00
Publication Sales	1,000.00	512.50	51%	512.50	653.85
Publ. Advertising	1,500.00	491.00	33%	491.00	1,699.00
Bank Interest	2,500.00	203.11	8%	203.11	2.127.99
Conferences	12,000.00	50.00	0%	50.00	9,141.43
Misc. Income	120.00	.00	0%	.00	160.00
Total Revenue	**$25,620.00**	**$8,025.22**	**31%**	**$8,025.22**	**$22,630.27**
Expenses					
Admin. & General	$2,970.00	$74.65	3%	$74.65	$2,243.43
Membership	1,650.00	352.85	21%	352.85	1,498.55
Committees	2,300.00	109.39	5%	109.39	1,749.78
Conferences	2,000.00	.00	0%	.00	1,282.74
Publications	14,750.00	5,122.30	35%	5,122.30	9,132.00
Awards	200.00	100.00	50%	100.00	200.00
Other expenses	100.00	.00	0	.00	
Total Expenses	**$23,970.00**	**$5,759.19**	**24%**	**$5,759.19**	**$16,106.50**
Net Income or (Net Loss)		**$2,266.03**		**$2,266.03**	

Summary	
Opening Balance	$34,669.75
Income	8,025.22
Expenses	5,759.19
Closing Balance	**$36,935.78**

Fund	Opening	Credits	Debits	Closing
Current	$9,786.59	$8,025.22	$5,759.19	$12,052.62
Endowed	3,000.00	0.00	0.00	3,000.00
Reserve	21,883.16	0.00	0.00	21,883.16
Surplus	0.00	0.00	0.00	0.00
	$34,669.75	**$8,025.22**	**$5,759.19**	**$36,935.78**

Cash Accounts	
Checking	$4,552.60
Money Market	9,383.18
Certif. of Deposit	23,000.00
	$36,935.78

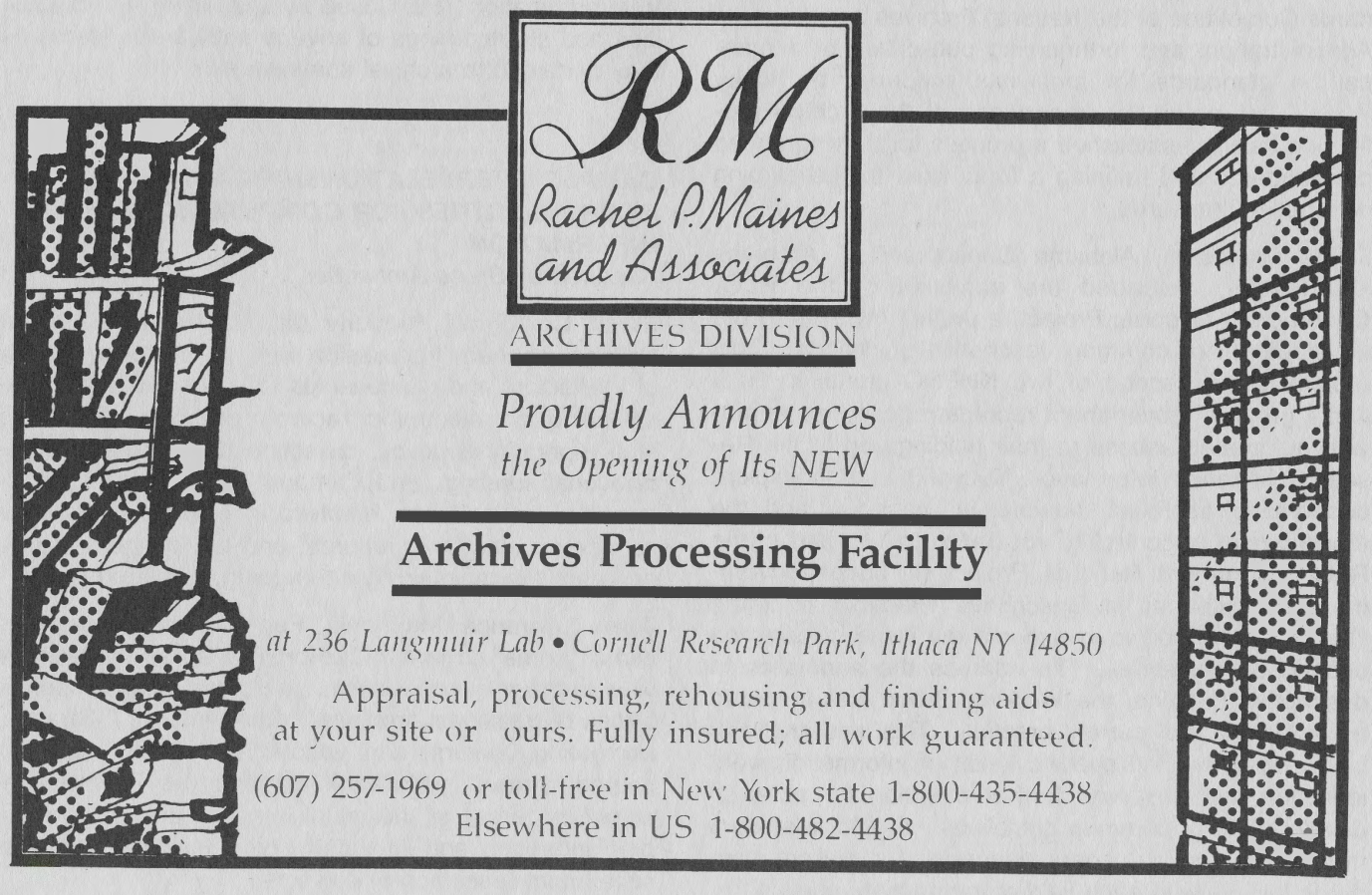
Note: MARAC's Fiscal Year runs from October 1 to September 30

SESSION ABSTRACTS

FINANCIAL RECORDS — THEN AND NOW
Reported by Cynthia Swank

Florence Lathrop, Baker Library, Harvard University, (in a paper read by Patrick Nolan, Hagley Museum and Library) described financial records before 1990, emphasizing accounting and control documentation. She thinks summary financial reports are misleading in understanding how firms and individuals used the records and encourage us to take the easy road and toss the voluminous, varied sized records we find. Lathrop urged archivists to appraise first and find creative ways to save what must be saved. She pointed out the evidential value of these records — their existence, extent, volume, and detail can reveal important information about the development of business structure, history of management thought and practice, and creation of management communication systems. Pre-twentieth century collections are easy to process by separating daybooks, journals, ledgers, and cashbooks (the major financial series in this period) and arranging each series chronologically. Lathrop stressed development of a national collecting policy so that once an industry has been well-documented for one geographic area or time period other repositories do not waste their resources by repeating the information.

Leslie Simon, CIGNA Corporation, also noted that the informational needs of the owners and managers of businesses changed with time and affected the accounting records that were created. She outlined the history of the accounting profession in the U.S. and its efforts to standardize and codify its work. She noted that today accountants produce records for two audiences, internal and external, each with difference objectives, managerial and monitoring. The archivist must be aware of these audiences and the uses of the records in making appraisal decisions. She then described some of the records created by CIGNA. The stockholder annual report, annual and quarterly reports to the SEC, and insurance department annual statements are all aimed at external audiences. An internal report of great importance is a management report which consolidates budget lines across all insurance subsidiaries and is produced from the monthly trial balances of each subsidiary. The archives now intends to collect the year-end cumulative report. She urged archivists to learn about their organization, its structure and functions, and the industry to which it belongs in order to make informed appraisal decisions. Simon created a selected bibliography of books and articles which help explain accounting records.



SESSION ABSTRACTS

THE SIBLING BOND: AUTOMATION AND DESCRIPTIVE STANDARDS

Reported by Kathleen Roe

Richard Szary, Yale University, described the work of the NHPRC-funded Working Group on Standards for Archival Description. The Working Group resulted from growing concern expressed by archivists regarding the lack of standardized practice in archival description. Its purpose was to identify the needs for and issues relating to standards for archival description, and recommend actions to be taken by the archives profession. After holding several meetings over a year, the Working Group produced a report listing a range of recommendations. This report has been published as two volumes of the *American Archivist*, Fall and Winter 1990. Szary also reported on the progress on the recommendations. Among the accomplishments he noted: adoption by the Society of American Archivist Council of *Archives, Personal Papers, and Manuscripts, 2nd Edition* by Steven L. Hensen as a standard for archival description; establishment of a Standards Board in the Society of American Archivists; work on an information architecture for archival information undertaken by himself, David Bearman, and Ted Weir under a research fellowship at the Bently Historical Library; development of a Descriptive Standards Committee at the National Archives and Records Administration; and forthcoming publication of a manual on standards for archivists prepared by Vicky Walsh. He noted the importance of the archival profession having established a process for moving ahead on standards and defining a framework for developing descriptive standards.

Debra Pendleton, Alabama Department of Archives and History, described the activities of the RLG-Government Records Project, a project involved in the development of common descriptive guidelines. This project is the second of two NHPRC grants to RLG and a group of government records repositories to provide automated access to their holdings on RLIN (Research Libraries Information Network) and to explore cooperative appraisal, descriptive practices, and the development of controlled vocabularies. As part of the RLG-Government Records Project (in fifteen government repositories), a Descriptive Practices Working Group was formed to investigate the issue of common descriptive guidelines. To address the anomalies in descriptive practice, the Working Group first prepared a compendium of current practice. This was analyzed by participants, and specific fields of information were identified that deserved further attention for potential development of common guidelines. Project members then wrote working papers discussing the current standards for use with each field of information, current practice among the project participants, and reasons why common guidelines were needed.

Finally, suggested guidelines were provided. These guidelines are to be followed by all the participants as part of their regular descriptive practices.

Session chair Sharon Thibodeau, National Archives and Records Administration, noted the interest and developments in descriptive standards underway on an international level. She reminded attendees that standards are not a substitute for professional skills, but a tool that will free archivists from concern about specifics of practice so that they can focus on the important descriptive issues and problems posed by the nature and contents of the records themselves.

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DESIGNING A DATA BASE: A LITTLE THEORY AND A LOT OF PRACTICE

Reported by Bruce Ambacher

Jon Reynolds, Georgetown University Archives, began with a detailed overview of the steps and considerations in choosing a computer system — both the hardware and the software. He then addressed those aspects of archival work which would benefit the most from automation. He closed by examining the capabilities and shortcomings of several software systems as they pertained to archival administration.

**

CAMPUS INTERRELATIONSHIPS AND RESPONSIBILITIES FOR COMPUTERIZED INFORMATION

Reported by Bruce Ambacher

Sarah Cox-Byrne, formerly data archivist at Vassar College, opened the session with a detailed overview of the factors and relationships to be considered in establishing an electronic records archives, including staff, operational policy, collection development, organizational funding, and campus organizational structure; the issues to be resolved in providing reference service on electronic records; and the concerns to be addressed in maintaining an ongoing, viable program.

Dean Lawrence McCrank, Ferris State University, came "home" to MARAC to provide an administrator's view of the role, relationship, and overlapping responsibilities of traditional archives, "data archives," libraries, computing centers, and various department data resource centers. McCrank outlined the interrelationships, the areas of individual concern and of overlapping interests, and provided some insights into possible future resolution of conflicts.

SESSION ABSTRACTS

FEES FOR INFORMATION

Reported by Bruce Ambacher

Susan Tulis, Morris Law Library of the University of Virginia, developed the issues involved in the transformation of federal information from a document based environment focusing on the government depository library system and Government Printing Office printed reports to an electronic records environment. The new environment raises issues of what information the government will distribute in an electronic format, who will receive it, who will access it and how, and how new costs will be recouped, absorbed, or paid. While no final answers are available for this issue in transition, how the issues are resolved will have a definite impact on the archival community.

Lida Churchville, National Archives and Records Administration Library, focused this issue around the theme of "collections versus connections." Viewing each as a means of access to information focuses the disparity between an institution acquiring "collections" of books, manuscripts, or archives and providing free access on the one hand but charging for "connections" to information in electronic form, whether on-site or off-site. Again, the resolution of this debate will have an impact on the archival community.

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LEGAL ISSUES CONCERNING ELECTRONIC RECORDS

Reported by Bruce Ambacher

Katherine Wallman, Executive Director of the Council of Professional Associations on Federal Statistics, discussed the limitations on funds for federal statistics and research activities in the past decade, especially the drastic cuts of fiscal years 1982, 1986, and 1988; the impact of the Paperwork Reduction Act of 1980; and the ongoing debate over the proper role of the federal government in information dissemination as "wholesaler or retailer." Current issues affecting access include the growth of the "information industry," the introduction of "user" fees, and the widespread availability and use of personal computers and electronic networks and billboards. Wallman observed that the thorniest legal issue regarding electronic records concerns the tension between the need to protect the confidentiality of individual responses and the desire to provide the broadest possible access to electronic records. At the heart of this debate is the question of whether the confidentiality of records is a right of individuals or a protection granted by government. The answer to that question will shape future actions.

Robert Gellman, Chief Counsel of the House Subcommittee on Government Information, Justice, and Agriculture, observed that the benefits of electronic records should be shared with the public. Contemporary electronic records systems can be a choke point due to their potential to control the dissemination of federal information. In his opinion current federal information laws are out of date and must be revised to provide agencies with more direction. He highlighted the Freedom of Information Act and Privacy Act as focusing on paper records; they don't work as intended when addressing electronic records. Congress has begun to address the fundamental conflict between current policy and law which is the basis for federal agencies providing information services to the public and the inevitable clash with the private information industry. In Gellman's view, the long term issues over access to federal records must be addressed before new electronic records systems are established.

Many of these issues are focused in the current congressional debate over the reauthorization of the Office of Information Resources Administration which died in the Senate at the close of the last session. These issues include what agency, if any, will provide a central policy role, and what will be the future character of federal dissemination of electronic records. Both issues ultimately will impact electronic records as archives.

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